Purchased from the Chancellor Richardson Memorial Fund

CANADIANA COLLECTION
QUEEN'S UNIVERSITY
AT KINGSTON

Queen's University at Kingston

FORMS, REGULATIONS,

AND

INSTRUCTIONS,

FOR

MAKING REPORTS, AND CONDUCTING ALL THE NECESSARY PROCEEDINGS UNDER THE ACT 7TH VICTORIA, CAP. XXIX.

AND FOR

THE BETTER ORGANIZATION AND GOVERNMENT

OF

COMMON SCHOOLS

IN CANADA WEST.

BY THE CHIEF SUPERINTENDANT OF COMMON SCHOOLS.

KINGSTON:

2ND SEPTEMBER, 1844.

DIRECTIONS TO DISTRICT SUPERINTENDENTS, FOR THE DISTRIBUTION OF THE FORMS, REGULATIONS, & INSTRUCTIONS.

A Copy of the Forms, Regulations, and Instructions, should be sent to each District Warden, Counsellor and Clerk, and to each Township, Town and City Superintendent and Clerk, and a copy to the Trustees of each School District, and also two copies for the use of the Teachers in each Township, to the charge of the Township Clerk.

The copies for the District Warden, Counsellors and Clerk, should be sent to the District Clerk for distribution.

The copies for the Township, Town and City Superintendents, Clerks, School Trustees and Teachers, should be sent to the Township, Town and City Superintendents, for distribution.

These Forms should be held as official property, and transmitted to successors in office, along with the other books and papers connected with Common Schools.

If District Superintendents find that they have a few more copies than what is required by the above directions, they should retain them to supply occasional demands.

FORMS, REGULATIONS, AND INSTRUCTIONS.

THE following Forms, Regulations, and Instructions, for making Reports, and conducting the necessary proceedings under the School Act, 7th Victoria, cap. 29, and for the better organization and government of Common Schools, have been prepared by and under the direction and authority of the Chief Superintendent, in terms of the 6th section of the said Act.

1ST FORMULA—VIII. SECTION.

Form of a Power of Attorney by the District or County Superintendent of Common Schools to some person at the Seat of Government, to draw the apportionment of the Provincial Grant.

I hereby authorize [*here insert the Attorney's name and designation*] to receive all moneys now due, or which may hereafter become due, to me, by Her Majesty's Government, and to grant acquittance for the same.

Signed in duplicate,

At ——— this — day of ——— 18—.

A—— B——, District [*or County*] Sup't.

N. B.—By appointing the Cashier of any of the Chartered Banks at the Seat of Government as Attorney, the money can be received at the Branch of that Bank most convenient to the Superintendent, without expense; and so long as the same Attorney is continued, the power does not require to be renewed. But the Attorney cannot receive money from the Government until the account, in duplicate, of the disbursement of the money previously received, accompanied by the vouchers, is sent in to the Inspector-General.

2D FORMULA—IX. SECTION.

Form of Intimation by the District or County Superintendent to the [Township, Town, or City] Superintendents, of the receipt of money.

SIR: I have to acquaint you that the sum of ——— apportioned to your [*Township, Town*, or *City*,] by the Chief Superintendent of Common Schools from the Provincial Grant for the year 18—, in accordance with the School Act, 7th Vic. cap. 29, is now in my hands and subject to your orders.

I am, sir, your obedient servant,

A—— B——, Sup't —— District [or *County*].

C—— D——, Sup't of Common Schools,

[*Township, Town*, or *City*] of ———.

N.B.—This intimation should be given to all the Superintendents within the District, or County, immediately upon receiving the money.

3D FORMULA—XI. SECTION.

Form of Notice of the apportionment of the Provincial Grant.

SIR: I have to acquaint you that the sum of [*here state the sum*] has been apportioned to your [*Township, Town*, or *City*, as the case may be] by the Chief Superintendent of Common Schools, from the Provincial Grant for the year 18—, in accordance with the School Act, 7th Victoria, cap. 29.

I am, sir, your obedient servant,

A—— B——, Sup't —— District [or *County*].

C—— D——, [*Township, Town*, or *City Sup't.*
as the case may be].

N.B.—Until the Township Councils are established, this notice should be sent to the Town and City Clerks, and a copy of the whole apportionment to the District should be sent to the District Clerk, that he may lay it before the first meeting of the Municipal Council, as that body at present, under the 68th section, have the whole power of raising the Assessment; and the provisions of the 12th section apply to them.

It is also recommended, until Township Councils are established, that the above notice should be sent to each Township Superintendent, instead of the Township Clerk, as there can be no such Clerk as the law contemplates till the Township Councils are instituted. Besides, it is necessary for Township Superintendents to have early notice of the apportionment to enable them to make and intimate the division among the School districts, as required in the fourth division of the 14th section of the Act, and without which apportionment being made known to the Trustees, they cannot make out the Quarterly Rate Bills. The Superintendents, in making apportionments to School Districts, should attend to the 18th and 19th sections.

4TH FORMULA—XIV. SECTION, 7TH DIVISION.

Form of a Certificate of Qualification to a Teacher from a [Township, Town or City] Superintendent.

I hereby certify that [*here insert the name*] of the [*Roman Catholic* or *Protestant faith*, as the case may be], having applied for a certificate of qualification to teach a Common School, and having produced satisfactory testimonials of correct moral character, was taken upon trial by me, and found well qualified to teach [*here insert the branches which the teacher is well qualified to give instructions in*], and is hereby authorized to teach any Common School within the [*Township, Town*, or

City] of ——— for one year from and after the date hereof.

Given under my hand this — day of ———, 18—.

A—— B——, Sup't of Common Schools,
[*Township*, &c.] of ———.

N.B.—It is recommended that no Superintendent do grant a certificate of qualification to any person, unless found competent to teach English grammatically, Writing, Vulgar Arithmetic, Book-keeping, and Geography, excepting under very peculiar circumstances, by the District or County Superintendent, as a particular certificate. It is also recommended that School Trustees should be careful to select and encourage the best qualified Teachers. (See N.B. under 17th Formula.)

5TH FORMULA—XIV. SECTION, 8TH DIVISION.

Form of Intimation of a Superintendent's intention to annul a Teacher's certificate of qualification.

SIR, (or MADAM:) It is my painful duty to acquaint you, that your certificate of qualification as a Common School Teacher will be cancelled on the — day of ——— 18—, being — weeks from this date, for the following reasons [*here insert the reasons*], and that your claim to any interest in the School Fund in this [*Township, Town*, or *City*] will then cease.

Given under my hand this — day of ———, 18—.

A—— B——, Sup't of C. S. ———.

B—— C——, Teacher,
No. — School District.

6TH FORMULA—XIV. SECTION, 8TH DIVISION.

Form of intimation to Trustees of a Superintendent's intention to annul the certificate of their Teacher.

GENTLEMEN: It is my painful duty to acquaint you that the certificate of qualification granted to (*here insert the Teacher's name*) as a Common School Teacher, and who is now in your School district, will be cancelled on the — day of —— 18—, being —— weeks from this date, for the following reasons (*here insert the same reasons as in the notice to the Teacher*) and that your claim to any further interest in the School fund on his account will then cease.

Given under my hand this — day of —— 18—.

A—— B—— Sup't C. S. ———

Messrs. A. B., C. D., E. F., Trustees,
No. — School District.

N. B. Care should be taken that these notices be duly furnished to the above parties at least six weeks previous to the annulling of the certificate, and also that the charges against the Teacher are properly substantiated, and of a nature sufficient to justify such a proceeding.

7TH FORMULA—XIV. SECTION, 8TH DIVISION.

Form of Memorial by Teachers receiving notice of the intention of the Superintendent to annul their certificates, and appealing their case to the decision of the District or County Superintendent.

To the Superintendent of Common Schools for the District [or *County*] of ———

The Memorial of (*here insert the Teacher's name*) Common School Teacher in No. —— School District [*Township, Town*, or *City*] of ———, humbly sheweth:

That your Memorialist has been served with a notice from [*here insert the Superintendent's name*] Superintendent of Common Schools in this [*Township, Town* or *City*] intimating that my certificate as a Common School Teacher shall be cancelled on and after the — day of ——— 18—, for the following reasons [*here state the reasons in the Superintendent's notice*]. Your Memorialist considers himself [or *herself*] aggrieved by their decision, because [*here state the grounds of objection to the decision*]. On these grounds your Memorialist appeals the whole case to your review, in the confident hope that you will see good cause to reverse the decision of the —— Superintendent: and your Memorialist shall ever pray. Dated this — day of ———, 18—.

N.B.—The Superintendent receiving such a Memorial should at his earliest convenience inquire carefully into the case, which will in general be most satisfactorily done on the spot. He should therefore direct the Trustees to call a School meeting for that special purpose, in a legal manner, to meet in the School house on the given day and hour, when he would attend. The Trustees should also be directed to request the [*Township*, &c.] Superintendent and the Teacher to be present, the one to vindicate his decision, and the other to substantiate his objections. The Superintendent having fully investigated the case should either confirm the decision appealed from, or set it aside, as he may see just cause. But if he has doubts as to the decision he should come to, he may send in a correct statement of the case to the Education Office for an opinion before giving his decision.

8TH FORMULA—XV. SECTION.

Form of the Annual Report by the Township, Town, or City Superintendents to the District or County Superintendents.

Annual Report of Common Schools in the [*Township, Town*, or *City*] of ——— to the [*Dist.* or *County*] Sup't of ———.

I [*here insert the Superintendent's name*], Superintendent of Common Schools in the [*Township, Town* or *City*] of

———, in the District [or *County*] of ———, in Canada West, in terms of the Act 7th Victoria, cap. 29, do hereby report and certify that the number of School districts in the said [*Township, Town* or *City*] is [*here insert the number in words*], and the number of parts of School districts therein is [*here write the number*]. That the number of School districts which have reported for the year ending on the 31st December last is [*here write the number*], and the number of parts of School districts which have reported is [*here write the number*], and that the following is a correct abstract from these Reports:

Abstract from Reports of School Trustees in the [Township, Town or City] of ———.

No. of School Districts.	No. of Schools Reported.	Time the School has been open.	Time open under a qualified Teacher.	Amount of School Fund paid to Teachers on orders from the Trustees in each School District.	Amount raised by Rate Bills or otherwise, and paid to Teachers in each School District.	Total amount paid to qualified Teachers in each School District.	Balance in the Superintendent's hands belonging to each School District.	Number of Children, 5 to 16, taught.	Number of Children, 5 to 16, in each School District.	Times the School visited by Township &c. Superintdt.	Times the School visited by District Superintendent.	Free Scholars in each school	Number of Certificates annulled.	Number of Certificates granted.
		Ms.	Ms.	£ s. d.	£ s. d.	£ s. d.	£ s. d.							
1	1	12	12	44 2 0	40 18 0	85 0 0	26 15 4	80	156	3	2	10	1	1
2	—	—	—	—	—	—		110	179	—	—	—		
3	3	6	6	30 4 2½	19 15 9	50 0 0		104	213	1	1	9	1	1
4	4	10	10	22 13 4	23 6 8	46 0 0			160	2	1	12		
&c.	&c.	&c.	&c.											
Total,														

REPORT FOR PARTS OF SCHOOL DISTRICTS.

P.1	P.1	12	12	6 5 6	8 7 6	14 13 0	4 5 0	24	45	4	1	4	1	
P.2	—	—	—	—	—	—		—	30	—	—	—		
&c.	&c.	&c.	&c.											
Total,														

REPORTS FOR SCHOOLS ESTABLISHED BY BY-LAWS IN TOWNS OR CITIES.

1C.	1	10	10	45 5 0	—	45 5 0	—	160	—	3	2	160		
2C.	1	12	12	28 6 8	100 0 0	128 6 8	—	100	—	2	1			
&c.	&c.	&c.	&c.											
Grand total,														

I further report and certify that the balance remaining in my hands at the date of last report was £——; that the whole amount of public money received from the [*District* or *County*] Superintendant for this [*Township, Town* or *City*] for the year ending on the 31st December last, is £——; also the amount received during said year from the [*Township, Town* or *City*] Collector [or *Treasurer*], is £—— [*and if money has been received from any other source for School purposes, here state the amount and whence received*], amounting altogether to [*here write the whole amount in words*]. Out of the above there has been apportioned and paid, as stated in the above Schedule, the sum of £———, and that there remains in my hands at this date a balance of [*here state the balance in words*] which balance remains on account of [*here state the reasons why a balance remains in your hands*].

Given under my hand at ——— this 1st day of Jan'y, 18—.

A—— B——, Sup't of C. S. ———.

C—— D——, Sup't of C. S.

District [or *County*] of ———.

N.B.—The reasons for a balance in the hands of the Superintendent will generally be owing to some School Districts not having complied with the requirements of the Act, as shown in the above abstract. Where there are parts of districts, as shown in the abstract, the Report should only give what belongs to the particular Township, Town, or City, reported. But in these cases, the Townships, &c. in which the other part or parts of the districts are situated, should be stated in a note at the end of the Report.

Wherever there are Schools in any City or Town established by any by-law or by-laws of the Council, or Board of Police, under the authority of the 52d and 33d sections of the Act, of which there are three classes, 1st class being free Schools, 2d class being Schools exacting a stipulated rate of fees, and the 3d class partly free and partly exacting fees, they should be entered under their respective classes as shown in the above abstract. A Female School under the 2d or 3d class is very desirable.

When there is no report from a School district for any year, the number of children residing therein should be given according to the last Report from that district, and the same number should be used in making the next apportionment. When there has not been a School in operation for a year in a School district, the Superintendent should also state in a note the reason of the vacancy. If a Teacher's certificate has been annulled, state in a note the substance of the ground for doing so.

The Sup't should also give in his report any other information respecting education which he may consider to be of importance.

9TH FORMULA—XVI. AND XXXI. SECTIONS.

Form of Bond by a District, County, Township, Town, or City Superintendent of Common Schools.

Know all men by these presents, that we [*here insert the names of the Superintendent and his sureties*] are jointly held and firmly bound to [*here insert the District, County, Township, Town or City to which the Superintendent has been elected*] in the sum of [*here insert the sum agreed upon by the Council, Court of Wardens, or Board of Police, of which sum I, A. B., am held bound for ———; I, B.C., am held bound for ———; I, D.E., am held bound for ———*] to be paid to [*the Council of said District, Township, Town or City, or the Court of Wardens of said County, or to the Board of Police of said Town, as the case may be*] or to any person or persons appointed by them to receive the same, to which payment well and truly to be made, we bind and oblige ourselves, our heirs, executors, and administrators, firmly by these presents. Sealed with our seals and dated this — day of ——— 18—.

The condition of this obligation is such, that whereas the above named [*here insert the Superintendent's name*] has been appointed Superintendent of Common Schools for the above named [*here insert the name of the District, County* or *Township*, &c.] in conformity with the [14th or 29th] section of the Act 7th Victoria, cap. 29; now therefore, if he the said [*here insert the Superintendent's name*] shall duly and faithfully discharge the duties and execute the trusts required of him as Superintendent of Common Schools in said ———, then this obligation shall be null and void; otherwise in full force and virtue.

Signed, sealed and delivered in presence of A. N. D. C.

A—— B——,
B—— C——,
C—— D——.

N.B.—When the law, contemplated in the School Act, for constituting County Courts of Wardens and Township Councils, comes into force, the Bond for a County Superintendent will be to the County, and payable to the Court of Wardens, and the Bond for a Township Superintendent will be to the Township, and payable to the Township Council, as the law now provides, and therefore the contemplated change should be provided for in the Bond, and the form may be varied according to circumstances.

10TH FORMULA—18TH SECTION.

Form of Notice to School Trustees of the alteration of the School District without their consent.

SIR: In conformity with the requirements of the 17th section of the Common School Act, 7th Victoria, cap. 29, I hereby acquaint you that School District No. —, of which you are a Trustee, has been altered in the following manner [*here insert the changes which have been made, and the description of the new district*]. These changes will be carried into effect in three months from the date hereof. You will please communicate this notice to the other Trustees of your School district.

Dated this — day of ——— 18—.

I am, sir, your obedient servant,

A—— B——, Sup't of C. S. ———.

B—— C——, Trustee of School District, No.— in ———.

11TH FORMULA—XXVI. SECTION.

Form of the Annual Account to be rendered by a Township, Town or City Superintendent, through the Clerk of that Township, Town or City, to the Council thereof.

Account of School Money received and expended by me in the [*Township, Town* or *City*] of ——— during the year ending on the 31st day of December, 18—.

From whom the money has been received.	Date of Receipt.	Amount received.	Name of Teacher to whom paid on order from the Trustees.	Date of Payment.	Amount paid to each Teacher on order from the Trustees.	No. of Voucher.	No. of School Dist.
		£ s. d.					
Dist. Sup't. . . .	21 Sept.	50 12 6	A.B.	Sept. 24	10 15 4	1	4
T'p Collector. .	17 July.	29 6 8	B.C.	" 30	12 17 8	2	1
" "	9 Sept.	23 5 4	C. D.	Oct. 1	15 14 5	3	2
&c. &c.	&c.	&c.	&c.				
Total received.							
Total paid							
Balance on hand							

I hereby certify that the above is a correct account of my receipts and disbursements of the School Fund for this [*Township*, or &c.] for the year ending as above.

Dated this — day of ——— 18—.

A—— B——, [Township, or &c.] of ———.

N.B.—If a balance remains on hand, state the reasons why it does remain, and make it the first entry on the debit of the next annual account. As the vouchers should be given in with the account to the Clerk of the Council, the Superintendent may take a voucher from the Teacher in duplicate, as recommended under the 26th Formula, and retain the order given by the School Trustees.

Until Township Councils are established, as contemplated in the School Act, the annual account by Township Superintendents should be delivered to the District Clerk to be laid before the District Council, in terms of the 68th section, and the account should be given in to the Clerk on or before the 1st of February annually. Town and City Superintendents should give in their accounts to their respective Town or City Clerks at the same time, in order to their being laid before the Town or City Council, or Board of Police.

12TH FORMULA—XXVIII. SECTION.

Form of intimating the appointment of a Township, Town or City Superintendent to the District or County Superintendent.

Dated ———, the — day of ———, 18—.

SIR: I have the honor to acquaint you that [here insert the Superintendent's name] was regularly appointed to the situation of [Township, Town or City] Superintendent of Common Schools in the [Township, Town or City] of ——— by the ——— Council on the — day of ——— 18—.

A—— B——, [Dist., Township, Town or City] Clerk.
B—— C——, Sup't of C. S. [Dist. or County] of ———.

N.B.—These notices should be given by the Clerk of the Council making the appointment.

13TH FORMULA—XXVIII. SECTION.

Form of intimating a vacancy in the office of Township, Town or City Superintendent, to the District or County Superintendent, by the Township, Town or City Clerk.

Dated ———, this — day of ———, 18—.

SIR: I have the honor to acquaint you that the office of [Township, Town or City] Superintendent of Common Schools in the [Township, Town or City] of ———, became vacant on the — day of ——— 18—, by the [death, resignation or removal] of A. B., the former Superintendent.

I have the honor to be, sir, your obed't serv't,

B—— A——, [Township, Town or City] Clerk of ——.
B—— C——, Sup't of C.S. [District or County] of ——.

14th FORMULA—XXX. Section.

Form of intimating to the Chief Superintendent the appointment of a District or County Superintendent.

Dated ———, this — day of ———, 18—.

Sir: I have the honor to acquaint you that the [—— District Council, or the Court of Wardens of the County of ——, as the case may be] did on the — day of ——— 18—, appoint a Superintendent of Common Schools for the said [District or County] of ———, whose name and address is [here insert the name and address].

I have the honor to be, sir, your obed't servant,

A—— B——, [Dist. or County] Clerk.

The Chief Sup't of C. S., Education Office West.

15th FORMULA—XXX. Section.

Form of intimating to the Chief Superintendent the non-appointment of a District or County Superintendent of Common Schools.

Dated ———, this — day of ———, 18—.

Sir: I have the honor to acquaint you, in terms of the 30th section of the Act 7th Victoria, cap. 29, that the [—— District Council, or Court of Wardens of the County of ———, as the case may be] did not appoint a Superintendent of Common Schools for said [District or County] in terms of the 29th section of the above Act, at their last session.

I have the honor to be, sir, your obed't servant,

A—— B——, [District or County] Clerk.

The Chief Sup't of C. S., Education Office West.

16th FORMULA—XXXII. XXXIII. XXXIV. Sections.

Form of General Certificate to a Teacher by the District or County Superintendent.

I hereby certify that [here insert the name of the Teacher, a Roman Catholic or Protestant, as the case may be] having applied for a certificate of qualification to teach a Common School, and having produced satisfactory testimonials of correct moral character, was taken on trial by me, and upon careful examination was found well qualified to teach [here insert the branches the Teacher is qualified to teach], and is hereby authorized to teach any Common School within the bounds of this [District, or County].

Given under my hand this — day of ———, 18—.

A—— B——, Sup't of C. S.

[District or County] of ———.

17TH FORMULA—XXXII. XXXIII. XXXIV. SECTIONS.

Form of Special Certificate to a Teacher by the District or County Superintendent.

I hereby certify that [here insert the Teacher's name, a Roman Catholic or Protestant, as the case may be] having applied for a certificate of qualification to teach a Common School, and having produced satisfactory testimonials of correct moral character, was taken on trial by me, and upon careful examination was found qualified to teach [here insert the branches the Teacher is qualified to teach], and is hereby authorized to teach any Common School in the [Township, Town or City] of ——— [or, the School No. — in the Township, Town or City of ———, as the case may be], for one year from and after the date hereof.

Given under my hand this — day of ———, 18—.

A—— B——, Sup't of C. S.
(Dist. or County) of ———.

N.B.—Wherever the moral character and literary qualifications of the Teacher stand high, the certificate should be general; but where they are not so satisfactory, the certificate should be special and limited to a Township; and where they are still less satisfactory, they should be limited to a particular School district, and that too at the special request of the Trustees thereof, otherwise the Superintendent would be usurping the power legally vested in the Trustees.

The reason for stating in the certificate the Teacher's religious faith is, on account of the permission granted for separate Schools under the 55th and 56th sections of the Act. (See N.B. under 4th Formula.)

18TH FORMULA—XXXV. SECTION.

Form for annulling a Teacher's Certificate.

SIR, [or MADAM:] It is my painful duty to acquaint you that it is my intention to annul your certificate as a Common School Teacher in — days from this date, being the — day of ———, 18—, for the following reasons [here insert the reasons]. These reasons appear to me to be just cause for discontinuing you as a Teacher of youth in the [District or County] of ———.

I am, your obedient servant,

A—— B——, Sup't of C. S.
—— [District or County] of ——.

C—— D——, Teacher of the C. S.
No. — [Township &c.] of ——.

19TH FORMULA—XXXV. SECTION.

Form of Notice to Trustees by the District or County Superintendent of his intention to annul their Teacher's Certificate.

GENTLEMEN: It is my painful duty to acquaint you that it is my intention to annul the certificate of [here insert the Teacher's name] in — days from this date, being the — day of —— 18—, for the following reasons [here insert the same reasons as given to the Teacher]. These reasons appear to afford a just cause for such a measure. I have also to acquaint you that if the said Teacher is continued by you after the above date, you will not be entitled to any of the public money on his account for the support of your School.

Your most obedient servant,

A—— B——, Sup't of C. S. [District or County] of——.

Messrs. A. B., C. D., E. F.,
Trustees of School District No. —.

20TH FORMULA—XXXV. SECTION.

Form of annulling a Teacher's Certificate to be filed, in the Clerk's Office.

Know all men by these presents, that I [here insert the Superintendent's name], Superintendent of Common Schools in and for the [District or County] of ———, by virtue of the power vested in me by the 35th section of the Act 7th Victoria, cap. 29, do hereby, from and after the date hereof, annul the certificate of [here insert the Teacher's name], Teacher of the Common School No. — in the [Township, Town or City] of —— in this [District or County] for the following reasons [here insert the reasons stated in the notice to the Teacher]. You are required and authorized to file this deed in your office for preservation, and for the information of all whom it may concern. And you are further required to give notice of the filing of this deed to the above named Teacher, and to Messrs. A.B., C.D., E.F., the Trustees of his School district, with the least possible delay.

Dated this — day of ———, 18—.

A—— B——, Sup't of C. S. [Dist. or County] of——.

B—— C——, Clerk [Township &c.] of ———.

N.B.—Although the law permits District or County Superintendents to annul the certificates of Teachers after ten days' notice, yet as this is the very shortest notice which the statute

permits, it is recommended, except in cases of gross immorality, that the intimation should be given six weeks previous to the certificate being annulled, as required of the Township Superintendent. It is also recommended that the Superintendent should inquire carefully into the charges against the Teacher, and if he sees cause, to institute an investigation of these charges before the Township &c. Superintendent and the School Trustees, in presence of the Teacher, giving the Teacher an opportunity of defending himself, previous to issuing the intimation of the intention to annul the certificate. This is nothing more than what is due to any of Her Majesty's subjects, and cannot surely be denied to the Teachers of youth before they are discarded from their profession, and a charge filed against them in a public office.

21ST FORMULA—XXXV. SECTION.

Form of Notice to a Teacher that the Deed annulling his Certificate has been filed in the Clerk's Office.

SIR, (or MADAM:) I am commanded by the (District or County) Superintendent to acquaint you that the deed annulling your certificate of qualification as a Common School Teacher in this (District or County) from and after the — day of ——— 18—, for reasons previously intimated to you, is now filed in this Office.

I am, sir (or madam), your obed't servant,
A—— B——, (Township, Town or City) Clerk of ——.
C—— D——, No. — School District,
(Township, &c.) of ———.

22D FORMULA—XXXV. SECTION.

Form of Notice to the Trustees that the Deed annulling the Certificate of their Teacher is filed in the Clerk's Office.

GENTLEMEN: I am commanded by the (District or County) Superintendent to acquaint you that the deed annulling the certificate of (here insert the Teacher's name), Teacher in your School district, from and after the — day of ——— 18—, for reasons previously intimated to you, is now filed in this office.

I am, gentlemen, your obedient servant,
A—— B——, (Township &c.) Clerk of ———.
Messrs. A. B., C. D., E. F.,
Trustees of School District No. — in ——.

N.B.—The Clerk should date these notices at his office, and forward them to the respective parties without delay.

23D FORMULA—XL. SECTION.

Form of Annual Report by the District or County Superintendent to the Chief Superintendent.

Annual Report to the Chief Sup't by the Sup't of the [Dist. or County] of ——— for the year ending on the 31st day of December, 18—.

Name of the Township, Town or City.	No. of the School District.	Time the School has been open.	Time open under a qualified Teacher.	Number of Children from 5 to 16 taught.	Number of Children from 5 to 16 in each School Dist.	Amount of the School Fund paid to Teacher on order from the Trustees in each School District.	Amount raised by Rate Bills or otherwise in each School District.	Amount paid to qualified Teacher from Rate Bills in each School District.	Balance in the Township Superin't's hands for each School District.	Balance in the Dist. or County Sup't's hands for each Township.	No. of times the School visited by Township Sup't.	No. of times School visited by Dist. or County Sup't.	No. of Certificates granted by Township Sup't.	No. of Certificates granted by Dist. or County Sup't.	No. of Certificates annulled by Township Sup't.	No. of Certificates annulled by Dist. or County Sup't.	Opinion of District or County Sup't of the manner Schools are conducted.
Kingston,	1	12M	12M	100	250	28l. 6 8	50l. 13 4	50l. 13 4	l.	l.	3	2	1	1			good.
"	2 &c.	&c.	&c.														
Total,																	
Town Kingston	1	6	6	160	400	50 13 4	24 6 8	24 6 8			2	1	1	1			good.
	2	&c.	&c.														
Total,																	
Pittsburgh,	1	10	6	80	150	30 5 8	9 14 4	9 14 4			1	1	1	1	1		badly.
	2	&c.	&c.														
Total,																	
Loughbor'gh	1	12	12	65	126	21 6 3	29 13 9	29 13 9			1	1	1	1			good.
	2	&c.	&c.														
Total,																	
Portland,	1	6	6	25	171	19 4 3	15 15 9	15 15 9	17 7 5		1	1	1	1		1	very badly
	2	&c.	&c.														
Total,																	
Total in District or Coun.																	

In the preceding Formula, all the School districts in each Township, Town and City should be entered, with the particulars required, and the total given. The balance in the hands of the District or County Superintendent should be given in the line, showing the total in each Township, Town, or City, and not opposite any particular School district.

If a Teacher's certificate has been annulled by the District or County Superintendent, give in a note, the name of the Teacher, where he taught, and the reasons for annulling it. Give also the name of Teachers whose certificates have been annulled by the Township, Town or City Superintendents in your District or County, the No. of their School districts, and the grounds for that proceeding. State also if any, and which of these cases have been appealed to you, and whether you have confirmed or reversed the decision, and why. State also whatever you may conceive to be of advantage for promoting the more perfect establishment and organization of Common Schools.

The Annual Report should be sent to the Education Office West, on or before the 10th day of April in each year, and dated on the 1st. of January of that year.

24TH FORMULA—XLII. SECTION.

Intimation by the Superintendent of a School district meeting.

By virtue of the power vested in me as Superintendent of Common Schools in the (Township, Town or City) of —— by the 14th and 42d sections of the School Act, 7th Victoria, cap. 29, I hereby call upon the Freeholders and Householders of School district No. —, to hold a School meeting at ——— in the said School district on the — day of ———, 18— at — o'-clock (A.M. or P.M.,) to elect School Trustees for their district, of which the following is the description (here insert the description of the School district).

Given under my hand this — day of ———, 18—.

A—— B——,

(Township, Town or City) Sup't of C. S.

N.B.—This notice should be posted up for at least six days previous to the meeting, in so many public places (not less than three) within the School district, that all interested may have due notice thereof.

It is recommended to Township Superintendents not to sanction the subdivision of their Townships into too minute School districts, thereby depriving the inhabitants of the power of supporting a Teacher properly, without imposing a heavy burden upon them.

25TH FORMULA—XLIV. SECTION, 2D DIVISION.

Form of agreement with a Teacher.

We, the undersigned, Trustees of School district No. —, in the (Township, Town or City) of ———, in virtue of the power vested in us by the second division of the 44th section of the School Act, 7th Victoria, cap. 29, have elected (here insert the Teacher's name) who holds a certificate of qualification, to be the Teacher in said School district, and we do hereby contract with, and employ him at the rate of (here write the sum in currency) per annum, from, and after the date hereof, and we further bind and oblige ourselves, and our successors in office, faithfully to employ the powers with which we are legally vested by the 3d and 6th divisions of the 44th section, and by the 47th section of the aforesaid Act, to raise and pay to the said Teacher, so long as continued the Teacher in the said School district, the sum for which we hereby become bound.

Given under our hands this — day of ———, 18—.

A. B., C. D., E. F., Trustees.

N.B.—This agreement should be entered in the Trustees' books, and a copy of it given to the Teacher.

The School Trustees are a corporate body, and therefore their agreement with a Teacher is binding on their successors in office. The above agreement with the Teacher does not make the Trustees personally responsible for the salary promised, provided they have faithfully used the means which the statute gives them, to raise the same.

As the bill which provided the oath of office did not pass into law, there is at present no oath of office required of Trustees as alluded to in the 43d section.

26TH FORMULA—XLIV. SECTION, 3D DIVISION.

Form of order on the Township, Town or City Superintendent, by the School Trustees.

Pay to (here insert the Teacher's name,) the Teacher of No. — School district, in the (Township, Town or City) of ———, the sum of (here write the sum) currency, of the School fund apportioned to the above School district.

Given at ——— this — day of ———, 18—, by

A. B., C. D., E. F., School Trustees.

To D—— A—— Sup't of C. S.

(Township, Town or City) of ———.

N. B.—When the Teacher receives the amount of his order, he should write on the back of the order the following acknowledgement;—"Received the within, in full, this — day of ———, 18—, A—— B—— Teacher." This indorsation makes the order a voucher for the money to the Superintendent, but he should take another receipt to lay before the Council, in terms of next formula.

27TH FORMULA—XLIV. SECTION, 3D DIVISION.

Form of receipt by a Teacher on receiving payment of the order by his Trustees on the Superintendent.

Received from (here insert the Superintendent's name) Superintendent of C. S. in the (Township, Town or City) of ———, the sum of (here write the sum in words) currency, in payment of an order on him by the Trustees of School district No. — in said ——— in my favor, dated the — day of ———, 18—, and paid this — day of ———, 18—.

A. B., Teacher.

N.B.—Superintendents are not warranted to pay any part of the School fund of their respective Townships, Towns or Cities, to any person but Teachers, and that only in payment of orders given to them by their School Trustees.—See 44th section, 3d division. The School fund of a Township, Town and City, includes the apportionment from the Provincial grant, and the Township, Town and City assessment, at least equal thereto.—See 14th section, 3d division. The only School money which should come into the hands of the Trustees is the sum raised by Rate Bills, and that only when collected by themselves, and for that sum they are personally responsible to the Teacher.—See 44th section, 6th division. For these reasons the School Trustees are not required to give security.

28TH FORMULA—XLIV. SECTION, 6TH DIVISION.

Form of Rate Bills.

Rate Bill of persons liable for Teacher's wages in School district N. — (Township, &c.) of ———, for the quarter ending the — day of ———, 18—.

Name of the Parents or Guardians of Children.	Number of children in sch'l.	Number of days in school.	Am't of rate bill for tuition.	Am't of rate bill for Fuel.	Amount of Collector's Fees.	Total am't of Rate Bill for the above Quarter.
			£ s. d.	£ s. d.	£ s. d.	£ s. d.
A. B.	3	200	12 6	2 6	9	15 9
D. C.	2	150	9 4½	1 10½	6½	11 9½
B. C.	6	350	1 1 9½	4 4½	1 3½	1 7 5½
E. F.	1	50	3 1½	7½	2½	3 11½
&c. &c.						
Total,						

Given under our hands this first day of ———, 18—.

A. B., C. D., E. F., Trustees.

The following warrant should be attached to the Rate Bill authorizing the person therein named, to collect the same:

We, the undersigned Trustees of School district No. — in the (Township, Town or City) of — ——, in the County of ———, by virtue of the power vested in us by the sixth division of the forty-fourth section of the Act, 7th Victoria, cap. 29, do hereby authorize and command you (here insert the

name and residence of the person appointed to collect the Rate Bill) that, after ten days from the date hereof, you proceed to, and collect from the several individuals in the annexed Rate Bill, for the quarter ending on the — day of ———, 18—, the sum of money opposite to their respective names: and that within thirty days from the date hereof, you pay the amount so collected, after retaining your own fees, to the Teacher of the above School district, whose discharge shall be your acquittance for the sum so paid, and in default of payment on demand by any person so rated, you are hereby commanded to levy the amount by distress and sale of the goods and chattels of the person or persons making default.

Given under our hands this 1st (or 2d) day of ———, 18—.

A. B., C. D., E. F., Trustees.

The Rate Bills should be dated on the first day of January, April, July, and October, when these are not the Sabbath day, in which case they should be dated on the second, for the quarter ending on the last day of the month immediately preceding. The warrant should be dated on the same day as the Rate Bill, and delivered to the person appointed Collector.

The name of parents or guardians of free scholars should not be entered on the Rate Bills.

All who pay their Rate Bill to the Teacher before the expiring of the first ten days after the date thereof, will save the Collector's fees, and the Teacher should give to the Collector a list of those from whom he has personally received payment, that the Collector may be saved the trouble of calling on them.

The Collector in virtue of the warrant from the Trustees cannot force payment of any rate bill from a person who has removed beyond the bounds of the School district, and has left no goods or chattels therein, but the Trustees may, and ought, to sue for, and recover the same in any competent court, by their name of Office.—See 47th Section.

If there have been more qualified Teachers than one in the School during the quarter to which the Rate Bills apply, the Trustees should instruct the Collector in writing what sum of the Rate Bills is payable to each.

29TH FORMULA—XLIV. SEC. 6th DIVISION AND XLV. SEC.

Form of receipt to be granted by the Teacher or Collector on receiving the amount named in the Rate Bill.

Received from (here insert the person's name) the sum of (here write the sum in words) being the amount of his, (or her) Rate Bill for the quarter ending on the —— day of ———, 18—. Dated the —— day of ———, 18—.

A. B., Teacher (or Collector.)

N.B.—If the Collector should ask payment of any Rate Bill after its having been paid to the Teacher, the above receipt being shown to him will be satisfactory evidence that the bill is paid.

Form of Register for Scholars, and Journal of the daily attendance in Sch...

Form of Register for Scholars, and Journal of the daily attendance in School.

SCHOOL REGISTER AND DIARY OF THE ATTENDANCE OF SCHOLARS.

Name of Parents and Guardians of Children.	Name of Children attending School.	Age of Pupil.	18—. DAILY ATTENDANCE IN THE MONTH OF JANUARY. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Mthly.	What each pupil is studying.
	A. B.	7	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	23	Reading.
C. B.	P. B.	8	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	20	Writing.
	J. B.	10	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	23	Arithmetic.
J. C.	N. C.	15	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	20	Geography.
	W. C.	6	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	16	Alphabet.
B. A.	C. A.	8	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	19	do
	M. W.	17	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	20	Book-keeping.
P. W.	W. W.	14	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	17	Arithmetic.
	E. W.	8	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	18	Reading.
&c. &c.	&c.				

In the above formula every day the Pupil is in School is marked, and when not in School, the day is not marked, and the monthly attendance is given at the end of the month.

In the Annual Report given by the Trustees, to the Superintendent, the number of Pupils between 5 and 16 years of age only is given, but in making out the Rate Bills, the whole Pupils are taken, whatever their age may be, for no age is excluded from School, and therefore, no age can be exempted from bearing their proportion of the Rate Bill.

Teachers must keep a regular Register similar to the above formula, otherwise the Trustees can neither make out the Rate Bills legally, nor give in their Annual Reports correctly, and this may lead to the entire loss of their salary.

31st FORMULA—XLVI. Section.

Form of the apportionment of fuel.

We the Trustees of School district No. —, in the (Township, Town, or City) of ———, do hereby certify that the persons whose names are hereunto annexed are severally liable to provide the proportion of fuel opposite their respective names for the use of said School for the quarter ending on the —— day of ———, 18 —, and to be delivered within one week from the date hereof.

Name of persons liable to provide fuel for School.	Number of Pupils attending School.	Quantity of Wood in Cords.	Kind of Wood and how to be prepared for School.
A. B.	2	½	Dry Pine—inches long, split fine.
B. C.	4	1	Dry Maple—inches long, for stove.
C. D.	5	1¼	Do. do. do. do. do.
D. E.	6	1½	Do. Beech do. do. do.
&c. &c.			

Given under our hands this — day of ———, 18 —.

A. B.
C. D. } Trustees.
E. F.

N.B. This apportionment of fuel should be hung up in the School house, for the information of those interested therein. When any person fails to deliver the quantity apportioned at the time specified, the Trustees should provide the same, and

charge it on the Rate Bill, together with the expense of preparing it as required.

Pupils attending School after the apportionment of fuel is made, should provide fuel in proportion to the time remaining between the date of their entry on the Teacher's register, and the end of the quarter.

No deduction should be made from the quantity of fuel on account of absent days.

32ND FORMULA—XLVIII. SECTION.

Form of Annual Report by the School Trustees to the (Township, Town or City) Super't.

To (here insert the Superintendent's name) Superintendent of Common Schools in the (Township, Town or City) of—— and County of ———.

We the Trustees of School district No. —, in the said (Township, Town or City) in conformity with the 48th Section of the Act 7th Victoria Ch. 29, do report and certify that the School in our district has been kept open for —— months during the year ending on the 31st day of December last, and that during (the whole, or —— months) of the above time it was kept open by a duly qualified Teacher; that the amount of money received from the (Township, Town or City) School fund during said year, and since the date of last report is (here insert in words the whole amount, although in whole or in part ordered by predecessors in office); and that the said sum has been faithfully applied in paying for the compensation of the above qualified Teacher (or Teachers) and paid in discharge of the order (or orders) of the Trustees on the Superintendent in (his, her, or their) favor. That there has been raised by Rate Bills, in said School district, during the above period, to pay the residue of the Salary of the said Teacher (or Teachers) the sum of (here write the sum in words)—(That &c. insert here any other sum which may have been received by you for School purposes during the year, stating from what source received, and how applied.) That the number of children between 5 and 16 years of age taught in the School of this district during the above year is (here insert in words the number instructed, ascertaining the same correctly from the Teacher's Books.) That the number of children residing in said district on the 31st day of December last, between 5 and 16 years of age, is (here insert the number in words) and that the following are the names of the parents, or other persons with whom the children reside, and the number resident with each.

Name of Parents, &c.	Number of children.	Name of Parents, &c.	Number of children.
A. B.	6	D. A.	3
C. D.	4	D. B.	5
E. F.	2	D. E.	1
&c. &c. &c.		&c. &c. &c.	
	12		9
			12
		Total children	21

We further report and certify that during the year for which this report is made, the school has been visited — times by the (District or County) Superintendent, and — times by the (Township, &c.) Superintendent.

Dated this 1st day of January, 18—.

A. B., C. D., E. F., Trustees.

N.B.—This Report should be sent through the (Township, Town or City) clerk to the Superintendent on or before the 1st day of February of the year in which it is dated. Neglecting to give in this annual report at the proper time, deprives the School district of all interest in the School fund for a year.

33RD FORMULA—L. SECTION.

Form of Annual Report by the Trustees of a School district, composed of parts of two or more Townships.

To (here insert the Superintendent's name) Superintendent of Common Schools in the Township of———, and County of ———.

We, the Trustees of School district No. — formed partly out of the said Township, and partly out of the adjoining Township (or Townships) of ———, in conformity with the 48th and 50th sections of the Act, 7th Victoria, cap. 29, (here use the same form as the preceding down to the end of the list of Parents and children, then (proceed as follows:)—And we do further report and certify, that, of the above sum received in our School district of the School fund, the sum of —— was received from the Superintendent of —— on account of the part of said district situated in his Township, and the sum of —— was received from the Superintendent of —— on account of the part of said district, situated in his Township.—That of the amount raised by Rate Bills in said School district, the sum of ——— was paid by the part thereof lying in the Township of ———, and the sum of ——— by the part thereof lying in the Township of ———. That, of the children between 5 and 16 years of age taught in said School, as stated above, the number residing in the part of the district lying in

the Township of ——— is ———, and the number residing in the part of the district lying in the Township of ——— is ———. That, of the children between 5 and 16 residing in said School district as above stated, the number residing in the Township of ——— is ———, and the number residing in the Township of ——— is ———. That the above School has been visited —— times by the (District or County) Superintendent, and —— times by the Township Superintendent during the year for which this is the report.

Dated at —— this 1st day of January, 18—.

A. B.
C. D. } Trustees.
E. F.

N.B.—A copy of this report should be sent to the Superintendent of each of the Townships out of which the School district is formed, on or before the 1st of February of the year in which it is dated.

34TH FORMULA—LII. LIII. SECTIONS.

Form of Annual Report to the (District or County) Superintendent, by a City or Town Superintendent for Schools established therein by any By-law or By-laws of the Council or Board of Police thereof.

To the Superintendent of Common Schools for the (District or County) of ———.

I hereby report and certify that the Council (or Board of Police) of the (City or Town) of ———, have in virtue of the 52d section of the Act, 7th Victoria, cap. 29, by By-law or By-laws, established (here insert the number and kind of School, or Schools so established). That the number of children between 5 and 16 years of age taught in such School (or Schools) during the year ending on the 31st of December last, is (if there are Schools of the three different classes of these Schools in your City or Town, insert here the number of children taught in each class of these Schools separately). That the said School (or Schools) have received from the School fund of this City (or Town) during the year for which this is the report, the sum of (here state the sum paid to each class of Schools, specifying the class). That there has been received by the Teacher or Teachers of the second class of these Schools for tuition fees the sum of (here insert the sum) and by the Teacher of the third class of said Schools for tuition fees the sum of (here insert the sum), and that the whole sum paid during the

year immediately preceding the date of this report, for the support of the said School (or Schools) is (here state the sum).

Dated ———, this 1st day of January, 18—.

A—— B——, (City or Town) Superintendent.

N.B.—The report for such Schools as the above should be attached to the annual report of the Schools established under the statute within the several School districts in the respective Cities and Towns, and given in at the same time.

It is recommended that no child should be admitted to a Free School, or free to any School, either in City, Town or Township, excepting by a written order from the Superintendent of the City, Town or Township, upon receiving from the Trustees of their School district a certificate of indigence, requesting the Teacher to admit the child, giving the name thereof, and stating for what time, and enjoining the Teacher to return a certificate at the end of the term, stating how many days the child has attended, the general conduct, and the progress made, and for which the following may be the forms.

35TH FORMULA—XLIV. SECTION, 5TH DIVISION, AND LII. SECTION.

Form of Certificate of Indigence.

We, the Trustees of School district No. — in the (Township, Town or City) of ———, do hereby certify that the Parents (or Guardians) of the under named child or children are in such indigent circumstances that they cannot pay the Teacher's wages for their instruction, and therefore request that you would give an order to the Teacher in this district, to admit all or any of them for one quarter as free Scholars. Their names are (here insert the name or names of such child or children.)

Given this — day of ———, 18—.

A. B., C. D., E. F., Trustees.

A—— B——, Superintendent of C. S.

36TH FORMULA—LII. SECTION.

Form for admitting free Scholars.

Please admit (here insert the name of the child or children) to the benefit of free instruction in your School for three months, from the date hereof, at the termination of which term you are

required to send to the Trustees of your School a certificate for each child so attending, stating the number of days the said child has attended, the general conduct, and the progress made in learning.

Dated at —— this — day of ——, 18 —.

A—— B——, Sup't of C. S.

To B—— C——, Teacher.

37TH FORMULA—LII. SECTION.

Form of Certificate to free Scholars at the end of their Term.

I hereby certify that (here insert the child's name), admitted to School by an order from the Superintendent dated the — day of —— 18—, has attended (here state the number of days in School), that the general conduct has been (here state the conduct), and that the progress made in learning has been (here state the progress).

Dated No. — School house the — day of ——, 18—.

B—— C——, Teacher.

Messrs. A. B. C. D. E. F. } Trustees.

N.B.—This certificate should be sealed and sent to the Trustees by the child, thereby affording them an opportunity either to encourage, or admonish, as the case may require, and to renew their application to the Superintendent for a new order for their admission to the School, or otherwise, as they may judge to be expedient.

It is recommended to School Trustees to use their influence with indigent parents to send their children early and regularly to School, so that they may have some education before they are able to engage in any business to support themselves.

But without some such check as the above, free Scholars will seldom derive that benefit from the public liberality which might be expected.

38TH FORMULA—LV. AND LVI. SECTIONS.

Form of Application for a separate School.

To (here insert the Superintendent's name) Superintendent of Common Schools in the (Township, Town or City) of ——.

SIR,—We the undersigned (Roman Catholic, or Protestant)

Freeholders and Householders in School district No. — in the (Township, Town or City) of ——— in the County of ———, finding that the Teacher in this School district is of the (Roman Catholic, or Protestant) faith, and desirous of having a Teacher of our own religious faith, do hereby, in terms of the 55th and 56th Sections of the Act 7th Victoria cap. 29, make application for a separate School, and in order to entitle us to that privilege, we have appointed (here insert the names of the three Trustees appointed) to be the Trustees of said separate School; and we further agree and declare, that said School shall be subject to the same visitations, conditions, rules, and obligations with other Common Schools established under the above named Statute.

Dated at —— this — day of ——, 18—.

N.B.—This application should be signed by all the Freeholders and Householders of the particular religious faith who apply for the separate School, and wish to have the benefit thereof, and delivered to the (Township, Town or City Superintendent.)

The application must be signed by at least ten Freeholders and Householders within the School district, and is not submitted to the Superintendent for his approval or disapproval, but upon being delivered to him the separate School is hereby established and cannot be deprived of its interest in the School fund, excepting by such causes as deprive other School districts of their interest therein.

39TH FORMULA.

Form of Application by a (District Council or Court of Wardens) for aid in support of a County Model School.

To the Chief Superintendent of Common Schools, Education Office West.

SIR,—I have to acquaint you that the (Municipal Council of the District of———, or the Court of Wardens of the County of ———, as the case may be) has by By-laws constituted the School in No. — School district in the (Township, Town, or City) of ——— in the County of ———, to be a Model School in said County, for the term of —— years, from and after the — day of —— 18—.

The said By-laws also provide that the sum of (here insert the sum, which cannot be less than £40 currency for each Model School) shall be annually appropriated and paid from the County Rates, for the payment of Teachers and the purchase

of books and apparatus for the said School, for the above term of —— years.

I have farther to acquaint you that the above sum of ——— has, during the current year, been expended in the payment of (a Teacher or Teachers) and in the purchase of books and apparatus for said Model School, and therefore request that you would lay our claim for the sum granted by the Legislature toward the support of such Schools, before the Governor, with the least possible delay, that His Excellency's warrant may issue in favor of the Superintendent of said (District or County) for a sum equal to half the amount so expended, so that the same may be received and expended during the current year, as the law directs.

I am, sir, &c. &c. &c.,

A—— B——,

(Dist. Clk., or Clk. of the Court Wardens.)

N. B.—The above application is recommended to be sent through the Education office in order that it may be accompanied with the information necessary to enable His Excellency to grant his warrant without farther inquiry or delay, and also that the sums thus granted may be known in that office, in order to their being taken from the Provincial grant previous to the annual apportionment.

INSTRUCTIONS.

The following additional instructions for the better organization and government of Common Schools, are given under the sanction of the sixth Section of the School Act, and recommended to be carried out by Superintendents, Trustees and Teachers, in so far as practicable.

1st. That every alternate Saturday should be a holiday in the School.

2nd. That there should be a Vacation for eight days at Christmas, and another of one week at Easter, annually.

3rd. That there should be a Vacation for two weeks, at such time as the District or County Superintendent may annually direct, during some part of the quarter ending on the 30th of September.

4th. That Teachers should not be obliged to make up the time thus given, nor should their Salaries be diminished on account of these Vacations.

5th. That Superintendents when visiting the Schools shall

be at liberty to give a play-day to the children for regular attendance and general good conduct, when they see cause.

6th. Trustees should be careful to urge on parents the necessity of sending their children regularly to School, without which little progress can be made.

7th. Every Teacher should be instructed and enjoined by the Trustees, when a child has been absent, to require on the return of the child to School, a Certificate in the following form—"(Child's name) absent one day or —— days with leave (Signed by Parent or Guardian)," and that where such Certificate is not given, the day or days the child was absent should be marked in the Teacher's Register as if it had been present. This would prevent children being improperly absent.

8th. When one child is sent in the room of another, the name should be entered in the Teacher's Register, and marked as other Scholars.

9th. Teachers should encourage their Pupils to ask for an explanation of whatever difficulties they may meet with in their studies, and should endeavor to explain the same clearly and satisfactorily, and by their affable manner of doing so, to induce them to make farther applications. Superintendents should, during their visitations, endeavor to ascertain the Teacher's ability to give such explanations.

10th. The discipline of Schools should be of the paternal kind. The moral rod should be used freely and frequently, endeavoring thereby to impart to the children such a high sense not only of the propriety and beauty, but also of the advantages of correct, and obliging conduct, that they may dread the shame of acting improperly, more than the corporal punishment commonly inflicted on its account. The Teacher should be affable without being familiar, grave without being morose, the kind friend and not the overbearing tyrant in his School. Teachers should always treat their pupils as rational beings, and be as ready, cheerfully and faithfully, to impart the instructions which they have engaged to do, as they would wish their employers cheerfully and faithfully to pay them the reward promised for their services.

The rod in School discipline should occupy the place of capital punishment in the civil government. It should be applied only for correction in cases of the grosser descriptions of school-boy crimes, or for the repetition of smaller offences after reasoning had been disregarded, and warning given of the consequences which would follow a repetition, but no Teacher should strike a child on the head under the penalty of having his certificate annulled by the county Superintendent on ten days notice. Teachers should take cognizance of all offences commit-

ted by the children on their way to and from school, as well as when in school.

Children taught and disciplined in this manner will not only acquire double the quantity of knowledge of the branches they are studying in any given time, but will also insensibly acquire habits of correct thinking and acting which will be of vast importance to themselves during their whole life, and tend directly to the improvement of domestic and social society.

11th. Teachers should neither countenance nor permit their pupils to discuss matters connected with religious or political opinions, and they should be careful to keep as strict a watch over their own conduct when out of school, as they do over the conduct of the children when in school, remembering always that they are expected, by the young at least, to act upon the rules which they lay down to them.

12th. The law having vested the nomination of School books exclusively in the Trustees of the several School districts, subject only to the approval of the Township Superintendent, thereby excluding the Chief Superintendent, and his assistant, as well as all the county Superintendents, from any control in that matter, it may appear that the kind of books to be used in Schools is of very little importance. But this is certainly not the case. All who are conversant with the education of youth, know well, that the labor both of the Teacher, and the taught, is very much diminished, and the progress more than doubled, by the use of judicious books. It is therefore earnestly recommended that Township, Town and City Superintendents should be vigilent in the use of the power with which they are vested by the 7th division of the 44th section of the School Act, and not to approve of any books for the use of Schools which will not enable Teachers to arrange their pupils into classes from the alphabet up. For example, in the same school, all learning the alphabet should use the same author, and all in the same stage of advancement in reading should use the same author. The same rule should be observed with regard to Grammar and Geography. As little advantage is derived from classes in Arithmetic and Book-keeping excepting in so far as regards the principles, the above rule is not so important. But in the selection of books due regard should be paid, not only to the contents, but also to the price, for it would be injudicious to cause parents to purchase expensive school books, if the same end can be attained as effectually and as expeditiously by less expensive productions.